


<b>INVITATION TO BID ADDENDUM</b>				BIDS WILL BE PUBLICLY OPENED:  <div style="font-size: 1.2em; font-weight: bold;">MAR 31, 2010      10:00 AM</div>																											
STATE OF LOUISIANA  DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING		PURCHASING AGENCY NO. : 107001																													
=====> <b>VENDOR NO. :</b> <b>SOLICITATION :</b> 2238764 <b>FILE NO. :</b> Q42654L <b>OPENING DATE :</b> 03/31/10  <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"> <div style="position: absolute; top: 5px; left: 5px;">           =====&gt; <b>VENDOR NAME AND ADDRESS</b> </div> </div>		<b>RETURN BID TO</b>  <div style="display: flex; justify-content: space-between;"> <span>2238764</span> <span>03/31/10</span> <span>10:00 AM Q42654L</span> </div> <p> <b>OFFICE OF STATE PURCHASING</b>  <b>OFFICE OF STATE PURCHASING</b>  <b>POST OFFICE BOX 94095</b>  <b>BATON ROUGE, LA 70804-9095</b> </p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">BUYER</td> <td style="width: 40%;">: LILLIE CHRISTOPHER</td> </tr> <tr> <td>BUYER PHONE</td> <td>: (225) 342-8024</td> </tr> <tr> <td>DATE ISSUED</td> <td>: 03/08/10</td> </tr> <tr> <td>REQ. AGENCY</td> <td>: 139001</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>SECRETARY OF STATE</b></td> </tr> <tr> <td>AGENCY REQ. NO.</td> <td>: 13988</td> </tr> <tr> <td>ISIS REQ. NO.</td> <td>: 1330382</td> </tr> <tr> <td>VENDOR PHONE</td> <td>:</td> </tr> <tr> <td>FISCAL YEAR</td> <td>: 10</td> </tr> <tr> <td>CLASS/SUBCLASS</td> <td>: 96631</td> </tr> <tr> <td>SCHEDULED BEGIN DATE</td> <td>: 00/00/00</td> </tr> <tr> <td>SCHEDULED END DATE</td> <td>: 00/00/00</td> </tr> <tr> <td>T-NUMBER</td> <td>:</td> </tr> </table>				BUYER	: LILLIE CHRISTOPHER	BUYER PHONE	: (225) 342-8024	DATE ISSUED	: 03/08/10	REQ. AGENCY	: 139001	<b>SECRETARY OF STATE</b>		AGENCY REQ. NO.	: 13988	ISIS REQ. NO.	: 1330382	VENDOR PHONE	:	FISCAL YEAR	: 10	CLASS/SUBCLASS	: 96631	SCHEDULED BEGIN DATE	: 00/00/00	SCHEDULED END DATE	: 00/00/00	T-NUMBER	:
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<-FOLD <b>FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.</b>																															
ELECTION ENVELOPES																															
<p>CHANGES TO SPECIFICATIONS ADDENDUM NO. 01 MARCH 23, 2010</p> <p>YOUR REFERENCED IS DIRECTED TO SOLICITATION NO. 2238764 FOR ELECTION ENVELOPES FOR THE SECRETARY OF STATE WHICH IS SCHEDULED TO OPEN AT 10:00 A.M. ON MARCH 31, 2010.</p> <p>THE FOLLOWING CHANGES ARE TO BE MADE TO THE REFERENCED SOLICITATION:</p> <p>***** SPECIFICATIONS *****</p> <p>ORIGINAL SEPCIFICATIONS ON LINE NOS. 1, 2, 3, 4, 8, 9, 10, 11, 12, 13, AND 15 HAVE BEEN DELETED IN THEIR ENTIRETY AND REPLACED WITH THE FOLLOWING REVISED SPECIFICATIONS.</p> <p>***** LINE NO. 00001 *****</p> <p>DESCRIPTION OF LINE NO. 00001 IS HEREBY CHANGED OT READ AS FOLLOWS:</p> <p>ABSENTEE AFFIDAVIT ENVELOPE - 1ST CONGRESSIONAL PRIMARY ELECTION (MILITARY &amp; OVERSEAS) FORM: AF-CP1</p> <p>DESCRIPTION:          NO. 10, 4-1/8" X 9-1/2", 28# WHITE WOVE, WHITE ENVELOPE; PRINT 1 SIDE: RED TEXT INK (PANTONE #032); REVERSE TEXT BLUE BACKGROUND (PANTONE #2935U) - NO BLEEDS; INSIDE OF ENVELOPE HAS BLACK TINT. CONSTRUCTION: SIDE-SEAM ENVELOPE WITH APPROXIMATELY 1/8" DEEP THROAT. FRONT OF ENVELOPE TO HAVE A 7/8" WIDE X 3-7/8" LONG PERFORATED AREA POSITIONED APPROXIMATELY 1/2" FROM RIGHT EDGE AND APPROXIMATELY 1/4" FROM BOTTOM FOR TAB OPENING. PERFORATIONS MUST BE CAPABLE OF WITHSTANDING</p>																															
VENDOR PHONE NUMBER: FAX NUMBER:		TITLE		DATE																											
SIGNATURE OF BIDDER (MUST BE SIGNED)																															

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<p>HANDLING WITHOUT TEARING AND MUST EXTEND HALFWAY AROUND THE END OF THE PULL TAB; THE OTHER HALF OF THE END OF THE PULL TAB WILL BE SLIT, BUT NOT PERFORATED, IN ORDER TO FACILITATE OPENING, BUT SUCH THAT PRIOR TO ACTUALLY PULLING THE TAB, THE END REMAINS SUFFICIENTLY CLOSED NOT TO EXPOSE THE CONTENTS OF THE ENVLEOPE. ENVELOPE MUST BE FOLDED. FLAP IS 3-3/4" DEEP WITH ROUNDED CORNERS, AND HAS FULL HORIZONTAL PERFORATION POSITIONED 2-7/8" FROM BOTTOM EDGE OF FLAP (7/8" FROM SCORE LINE WHERE FLAP WILL BE FOLDED). ON THE REVERSE SIDE OF THE FLAP (THE SIDE WITHOUT PRINTING), THE AREA BETWEEN THE SCORE LINE AND THIS PERFORATION HAS AN AREA OF APPROXIMATELY 8" X 1/2" PRESSURE-SENSITIVE ADHESIVE COVERED WITH AN "EASY PEEL" STRIP. ADHESIVE MUST BE ADEQUATE FOR SUFFICIENTLY SEALING ENVELOPE AND TO BE PERMANENT TYPE, WHICH WILL NOT ALLOW SEALED ENVELOPE TO BE OPENED WITHOUT TEARING OF FIBERS. ADHESIVE SHOULD BE AT LEAST 5/16" FROM THE SCORE LINE WHERE FLAP IS FOLDED AND MUST BE POSITIONED SO THAT IT DOES NOT COME IN CONTACT WITH THE CONTENTS OF THE ENVELOPE (BALLOTS) IN THE THROAT AREA WHEN ENVELOPE IS SEALED. 500 FOLDED ENVELOPES PER BOX</p> <p>REVISION DATE: 10/07</p> <p>***** LINE NO. 00002 *****</p> <p>DESCRIPTION OF LINE NO. 00002 IS HEREBY CHANGED TO READ AS FOLLOWS:</p> <p>ABSENTEE AFFIDAVIT ENVELOPE - 2ND CONGRESSIONAL PRIMARY ELECTION (MILITARY &amp; OVERSEAS) FORM: AFF-CP2</p> <p>DESCRIPTION:  NO. 10, 4-1/8" X 9-1/2", 28# WHITE WOVE, WHITE ENVELOPE; PRINT 1 SIDE; RED TEXT INK (PANTONE #032); REVERSE TEXT GRAY BACKGROUND (PANTONE #10U)-NO BLEEDS; INSIDE OF ENVELOPE HAS BLACK TINT. CONSTRUCTION: SIDE -SEAM ENVELOPE WITH APPROXIMATELY 1/8" DEEP THROAT. FRONT OF ENVELOPE TO HAVE A 7/8" WIDE X 3-7/8" LONG PERFORATED AREA POSITIONED APPROXIMATELY 1/2" FROM RIGHT EDGE AND APPROXIMATELY 1/4" FROM BOTTOM FOR TAB OPENING. PERFORATIONS MUST BE CAPABLE OF WITHSTANDING HANDLING WITHOUT TEARING AND MUST EXTEND HALFWAY AROUND THE END OF THE PULL TAB; THE OTHER HALF OF THE END OF THE PULL TAB WLL BE SLIT, BUT NOT PERFORATED, IN ORDER TO FACILITATE OPENING, PRIOR TO ACTUALLY PULLING THE TAB, THE END REMAINS SUFFICIENTLY CLOSED NOT TO EXPOSE THE CONTENTS OF THE ENVELOPE. ENVELOPE MUST BE FOLDED. FLAP IS 3-3/4" DEEP WITH ROUNDED CORNERS, AND TO HAVE FULL HORIZONTAL PERFORATION POSITIONED 2-7/8" FROM BOTTOM EDGE OF FLAP (7/8" FROM SCORE LINE WHERE FLAP WILL BE FOLDED). ON THE REVERSE SIDE OF THE FLAP (THE SIDE WITHOUT PRINTING), THE AREA BETWEEN THE SCORE LINE AND THIS PERFORATION HAS AN AREA OF APPROXIMATELY 8" X 1/2" PRESSURE-SENSITIVE ADHESIVE COVERED WITH AN "EASY PEEL" STRIP. ADHESIVE MUST BE ADEQUATE FOR SUFFICIENTLY SEALING ENVELOPE AND TO BE PERMANENT TYPE, WHICH WILL NOT ALLOW SEALED ENVELOPE TO BE OPENED WITHOUT TEARING OF FIBERS. ADHESIVE SHOULD BE AT LEAST 5/16" FROM THE SCORE LINE WHERE FLAP IS FOLDED AND MUST BE POSITIONED SO THAT IT DOES NOT COME IN CONTACT WITH THE CONTENTS OF THE ENVELOPE (BALLOTS) IN THE THROAT AREA WHEN ENVELOPE IS SEALED. 500 FOLDED ENVELOPES PER BOX.</p> <p>REVISION DATE: 10/07</p> <p>***** LINE NO. 00003 *****</p> <p>DESCRIPTION OF LINE NO. 00003 IS HEREBY CHANGED TO READ AS FOLLOWS:</p> <p>ABESENTEE AFFIDAVIT ENEVELOPE - CONGRESSIONAL GENERAL ELECTION (MILITARY &amp; OVERSEAS) FORM: AFF-CG</p> <p>DESCRIPTION:  NO. 10, 4-1/8" X 9-1/2", 28# WHITE WOVE, WHITE ENVELOPE; PRINT 1 SIDE; RED TEXT INK (PANTONE #032); REVERSE TEXT PINK BACKGROUND (PANTONE #709U) - NO BLEEDS; INSIDE OF ENVELOPE HAS BLACK TINT. CONSTRUCTION:</p>		

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SIDE-SEAM ENVELOPE WITH APPROXIIMATELY 1/8" DEEP THROAT. FRONT OF ENVELOPE TO HAVE A 7/8" WIDE X 3-7/8" LONG PERFORATED AREA POSITIONED APPROXIMATELY 1/2" FROM RIGHT EDGE AND APPROXIMATELY 1/4" FROM BOTTOM FOR TAB OPENING. PERFORATIONS MUST BE CAPABLE OF WITHSTANDING HANDLING WITHOUT TEARING AND MUST EXTEND HALFWAY AROUND THE END OF THE PULL TAB; THE OTHER HALF OF THE END OF THE PULL TAB WILL BE SLIT, BUT NOT PERFORATED, IN ORDER TO FACILITATE OPENING, PRIOR TO ACTUALLY PULLING THE TAB, THE END REMAINS SUFFICIENTLY CLOSED NOT TO EXPOSE THE CONTENTS OF THE ENVELOPE. ENVELOPE MUST BE FOLDED. FLAP IS 3-3/4" DEEP WITH ROUNDED CORNERS, AND HAS FULL HORIZONTAL PERFORATION POSITIONED 2-7/8" FROM BOTTOM EDGE OF FLAP (7/8" FROM SCORE LINE WHERE FLAP WILL BE FOLDED). ON THE REVERSE SIDE OF THE FLAP (THE SIDE WITHOUT PRINTING), THE AREA BETWEEN THE SCORE LINE AND THIS PERFORATION HAS AN AREA OF APPROXIMATELY 8" X 1/2" PRESSURE-SENSITIVE ADHESIVE COVERED WITH AN "EASY PEEL" STRIP. ADHESIVE MUST BE ADEQUATE FOR SUFFICIENTLY SEALING ENVELOPE AND TO BE PERMANENT TYPE, WHICH WILL NOT ALLOW SEALED ENVELOPE TO BE OPENED WITHOUT TEARING OF FIBERS. ADHESIVE SHOULD BE AT LEAST 5/16" FROM THE SCORE LINE WHERE FLAP IS FOLDED AND MUST BE POSITIONED SO THAT IT DOES NOT COME IN CONTACT WITH THE CONTENTS OF THE ENVELOPE (BALLOTS) IN THE THROAT AREA WHEN ENVELOPE IS SEALED. 500 FOLDED ENVELOPES PER BOX.

REVISION DATE: 10/07

\*\*\*\*\* LINE NO. 00004 \*\*\*\*\*

DESCRIPTION OF LINE NO. 00004 IS HEREBY CHANGED TO READ AS FOLLOWS:

PROVISIONAL BALLOT AFFIDIVAT ENVELOPE - FORM: AFF-PB

DESCRIPTION:

NO. 10, 4-1/8" X 9-1/2", 28# WHITE WOVE, WHITE ENVELOPE; PRINT 1 SIDE; PRINTED IN TWO (2) COLORS INK - RED (PANTONE #032) & PURPLE (PANTONE #266) INK - NO BLEEDS; INSIDE OF ENVELOPE HAS BLACK TINT.  
CONSTRUCTION: SIDE-SEAM ENVELOPE WITH APPROXIMATELY 1/8" DEEP THROAT. FRONT OF ENVELOPE TO HAVE A 7/8" WIDE X 3-7/8" LONG PERFORATED AREA POSITIONED APPROXIMATELY 1/2" FROM RIGHT EDGE AND APPROXIMATELY 1/4" FROM BOTTOM FOR TAB OPENING. PERFORATIONS MUST BE CAPABLE OF WITHSTANDING HANDLING WITHOUT TEARING AND MUST EXTEND HALFWAY AROUND THE END OF THE PULL TAB; THE OTHER HALF OF THE END OF THE PULL TAB WILL BE SLIT, BUT NOT PERFORATED, IN ORDER TO FACILITATE OPENING, PRIOR TO ACTUALLY PULLING THE TAB, THE END REMAINS SUFFICIENTLY CLOSED NOT TO EXPOSE THE CONTENTS OF THE ENVELOPE. ENVELOPE MUST BE FOLDED. FLAP IS 3-3/4" DEEP WITH ROUNDED CORNERS, AND HAS FULL HORIZONTAL PERFORATION 2-7/8" FROM BOTTOM EDGE OF FLAP (7/8" FROM SCORE LINE WHERE FLAP WILL BE FOLDED) AND A VERTICAL PERFORATION 1-3/4" FROM THE RIGHT SIDE THAT EXTENDS FROM THE HORIZONTAL PERFORATION TO THE BOTTOM EDGE OF FLAP, SUCH THAT THE RIGHT PORTION OF THE FLAP CAN BE REMOVED AND GIVEN TO THE VOTER. ON THE REVERSE SIDE OF THE FLAP (THE SIDE WITHOUT PRINTING), THE AREA BETWEEN THE SCORE LINE AND THIS PERFORATION HAS AN AREA OF APPROXIMATELY 8" X 1/2" PRESSURE-SENSITIVE ADHESIVE COVERED WITH AN "EASY PEEL" STRIP. ADHESIVE MUST BE ADEQUATE FOR SUFFICIENTLY SEALING ENVELOPE AND PERMANENT TYPE, WHICH WILL NOT ALLOW SEALED ENVELOPE TO BE OPENED WITHOUT TEARING OF FIBERS. ADHESIVE SHOULD BE AT LEAST 5/16" FROM THE SCORE LINE WHERE FLAP IS FOLDED AND MUST BE POSITIONED SO THAT IT DOES NOT COME IN CONTACT WITH THE CONTENTS OF THE ENVELOPE (BALLOTS) IN THE THROAT AREA WHEN ENVELOPE IS SEALED. PARTIAL CAMERA-READY COPY WILL BE PROVIDED TO THE SUCCESSFUL BIDDER. 500 FOLDED ENVELOPES PER BOX.

REVISION DATE: 3/07

\*\*\*\*\* LINE NO. 8 \*\*\*\*\*

DESCRIPTION OF LINE NO. 00008 IS HEREBY CHANGED TO READ AS FOLLOWS:

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PROVISIONAL BALLOT ENVELOPE - FORM: PB

DESCRIPTION:  
 9" X 12", 28# WHITE CLASP ENVELOPE; PURPLE INK (PANTONE #266); PRINT  
 1 SIDE; A CAMERA-READY COPY WILL BE PROVIDED TO THE SUCCESSFUL BIDDER.  
 100 PER BOX

REVISION DATE: 04/07

\*\*\*\*\* LINE NO. 00009 \*\*\*\*\*

DESCRIPTION OF LINE NO. 00009 IS HEREBY CHANGED TO READ AS FOLLOWS:

PROVISIONAL BALLOT ENVELOPE - EXTENDED POLL HOURS - FORM: PB-EX

DESCRIPTION:  
 9" X 12", 28# WHITE CLASP ENVELOPE; PURPLE INK (PANTONE #266); PRINT  
 1 SIDE; A CAMERA-READY COPY WILL BE PROVIDED TO THE SUCCESSFUL BIDDER.  
 100 PER BOX.

REVISION DATE: 04/07

\*\*\*\*\* LINE NO. 00010 \*\*\*\*\*

DESCRIPTION OF LINE NO. 00010 IS HEREBY CHANGED TO READ AS FOLLOWS:

FINAL PROVISIONAL BALLOT VOTE REPORT - FORM: PB-FVR

DESCRIPTION:  
 8-1/2" X 14", THREE (3) PART SNAP SET OR NCR FAN-APART FORM; 20# WHITE  
 PAPER; PURPLE INK (PANTONE #266); PRINTS 1 SIDE ON ALL PARTS-NO PART  
 TO PART CHANGES; A CAMERA-READY COPY WILL BE PROVIDED TO THE  
 SUCCESSFUL BIDDER.

REVISION DATE: 07/03

\*\*\*\*\* LINE NO. 00011 \*\*\*\*\*

DESCRIPTION OF LINE NO. 00011 IS HEREBY CHANGED TO READ AS FOLLOWS:

PROVISIONAL BALLOT PBES ENVELOPE - FORM: PB-PBES

DESCRIPTION:  
 10" X 13", 28# WHITE CLASP ENVELOPE; PURPLE INK (PANTONE #266); PRINTS  
 1 SIDE; A CAMERA-READY COPY WILL BE PROVIDED TO THE SUCCESSFUL BIDDER.  
 100 PER BOX

REVISION DATE: 04/07

\*\*\*\*\* LINE NO. 0012 \*\*\*\*\*

DESCRIPTION OF LINE NO. 00012 IS HEREBY CHANGED TO READ AS FOLLOWS:

REJECTED PROVISIONAL BALLOT ENVELOPE - FORM: PB-RB

DESCRIPTION:  
 9" X 12", 28# WHITE CLASP ENVELOPE; PURPLE INK (PANTONE #266), PRINT  
 1 SIDE; A CAMERA-READY COPY WILL BE PROVIDED TO THE SUCCESSFUL BIDDER.  
 100 PER BOX

REVISION DATE: 07/03

\*\*\*\*\* LINE NO. 00013 \*\*\*\*\*

DESCRIPTION OF LINE NO. 00013 IS HEREBY CHANGED TO READ AS FOLLOWS:

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SECRETARY OF STATE PB ENVELOPE - FORM: PB-SOS

DESCRIPTION:

4-1/2" X 10-3/8", NO. 11 WHITE CLASP ENVELOPE 28#; PURPLE INK (PANTONE #266); PRINT 1 SIDE; A CAMERA-READY COPY WILL BE PROVIDED TO THE SUCCESSFUL BIDDER. 500 PER BOX

REVISION DATE: 07/03

\*\*\*\*\* LINE NO. 00015 \*\*\*\*\*

DESCRIPTION OF LINE NO. 00015 IS HEREBY CHANGED TO READ AS FOLLOWS:

INSTRUCTIONS FOR MILITARY AND OVERSEAS VOTERS FOR CONGRESSIONAL ELECTIONS - BY MAIL - FORM: V-AB-M&O-2009

DESCRIPTION:

8-1/2" X 11", 50# WHITE PAPER, BLACK INK, BLUE INK (PANTONE #2935U), GRAY INK (PANTONE COOL GRAY 8U) AND PINK INK (PANTONE #709U); PRINT 1 SIDE - NO BLEEDS; FOLDED TWICE TO 8-1/2" X 3.6" SIZE, WITH TEXT ON OUTSIDE, 100/PACK, 18 PACKS TO A BOX (1,800 PER BOX). A CAMERA-READY COPY WILL BE PROVIDED TO THE SUCCESSFUL BIDDER.

REVISION DATE: 07/09

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.

ACKNOWLEDGEMENT: IF YOU HAVE ALREADY SUBMITTED YOUR BID AND THIS ADDENDUM DOES NOT CAUSE YOU TO REVISE YOUR BID, YOU SHOULD ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY IDENTIFYING YOUR BUSINESS NAME AND BY SIGNING WHERE INDICATED. YOU MAY RETURN THIS ACKNOWLEDGEMENT BY MAIL TO: OFFICE OF STATE PURCHASING, P.O. BOX 94095, BATON ROUGE, LA. 70804-9095 BY HAND DELIVERY OR COURIER TO: OFFICE OF STATE PURCHASING, 1201 N. 3RD ST., SUITE 2-160, BATON ROUGE, LA. 70802, OR BY FAX TO: (225) 342-8688. THE STATE RESERVES THE RIGHT TO REQUEST A COMPLETED ACKNOWLEDGEMENT AT ANY TIME. FAILURE TO EXECUTE AN ACKNOWLEDGEMENT SHALL NOT RELIEVE THE BIDDER FROM COMPLYING WITH THE TERMS OF THE BID.

ADDENDUM ACKNOWLEDGED/NO CHANGES:

FOR: \_\_\_\_\_ BY: \_\_\_\_\_

REVISION: IF YOU HAVE ALREADY SUBMITTED YOUR BID AND THIS ADDENDUM REQUIRES YOU TO REVISE YOUR BID, YOU MUST INDICATE ANY CHANGE(S) BELOW, IDENTIFY YOUR BUSINESS NAME AND SIGN WHERE SHOWN. REVISIONS SHALL BE DELIVERED PRIOR TO BID OPENING IN A SEALED ENVELOPE MARKED WITH THE SOLICITATION NUMBER AND BID OPENING DATE AND TIME, EITHER BY MAIL TO: OFFICE OF STATE PURCHASING, P.O. BOX 94095, BATON ROUGE, LA. 70804-9095, OR BY HAND DELIVERY OR COURIER TO: OFFICE OF STATE PURCHASING, 1201 N. 3RD ST., SUITE 2-160, BATON ROUGE, LA. 70802, OR BY FAX TO: (225) 342-8688. ELECTRONIC TRANSMISSION OTHER THAN FAX ARE NOT BEING ACCEPTED AT THIS TIME.

REVISION RECEIVED AFTER BID OPENING SHALL NOT BE CONSIDERED AND YOU SHALL BE HELD TO YOUR ORIGINAL BID.

REVISION:

FOR: \_\_\_\_\_ BY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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